



COMMERCIAL BUILDING PLAN REVIEW DIVISION  
505 BARTON SPRINGS RD, 2<sup>ND</sup> FLR  
AUSTIN, TX 78704  
(512)974-6406

# COMMERCIAL REMODEL/TENANT FINISH-OUT SUBMITTAL REQUIREMENTS

Completed application for EACH structure .

Completed checklist (note: only complete sets of plans will be accepted)

Three (3) sets of complete construction plans (structural, architectural, mechanical, electrical, plumbing, utility, site plan, fire safety improvements, etcetera). Plans must be to scale. See "COMMERCIAL BUILDING PLAN REVIEW INFORMATION" form for specifics.

Three (3) sets of red-stamped approved site plans, **OR** 3 copies of signed and approved Site Determination form (from the Development Assistance Center) with three plot plans.

Two (2) Complete Lighting, Envelope and/or Mechanical energy calculations (Comcheck-EZ). ([www.energycodes.gov](http://www.energycodes.gov))

Electric Service Planning Application form signed by Austin Energy required for new services, finish-outs and service alterations.

Two (2) hard copies of the existing Water and Wastewater Tap Receipts (OSS, 1<sup>st</sup> Floor – Development Assistance Center) or an Approved Onsite Sewage Document from Austin Water Onsite Sewage Division, 625 E 10<sup>th</sup> St, (512)972-0000. **REQUIRED FOR ALL PROJECTS BEGINNING NOV. 1<sup>ST</sup>, 2009.**

Health Department letter with Health Department stamped approval on 2 of the construction plans (**REQUIRED** for food establishments where food is prepared, processed, packaged, stored, or served; nursing home or child care facility, taverns, swimming pools, spas, restaurants, bar/nightclubs).

Industrial Waste Division approval letter **and stamped approval** on construction plans (same plans that have been stamped by Health Dept) of grease trap for all food oriented and/or drinking establishments, carwashes and businesses that develop photographs or x-rays.

TAS (Texas Accessibility Standards) submittal confirmation page

Note: residential projects, multi-family projects, and commercial projects less than \$50,000 are exempted

**ASBESTOS:** Tx Dept of Health Demolition/Renovation Notification Form or certification from a licensed engineer or architect or statement from a licensed asbestos inspector stating all parts of the building affected by the planned renovation or demolition do not contain asbestos.

NOTE: Plans **must** be put together in rolled **SETS**.

Building Plan Review Fee **required** with submittal

**Customer hours are:**

**MONDAY – THURSDAY 8:00AM – 3:00PM / FRIDAY 8:00AM – 1:00PM**

For jobs under 5000 square feet, see Quick Turn-Around Brochure.

*Any required item not included in the submittal will be charged an additional \$325.00 Update Fee.*

**\*\*\*NOTICE: All plan review submittals expire 180 days from date of application and new submittals will be required\*\*\***

Rev.10/14/2009